

ORDERS PLACED IN TAP TAXPAYER ACCESS POINT (TAP) (Placing Orders)

Go to the TAP website at <https://tap.dor.mt.gov/#1>

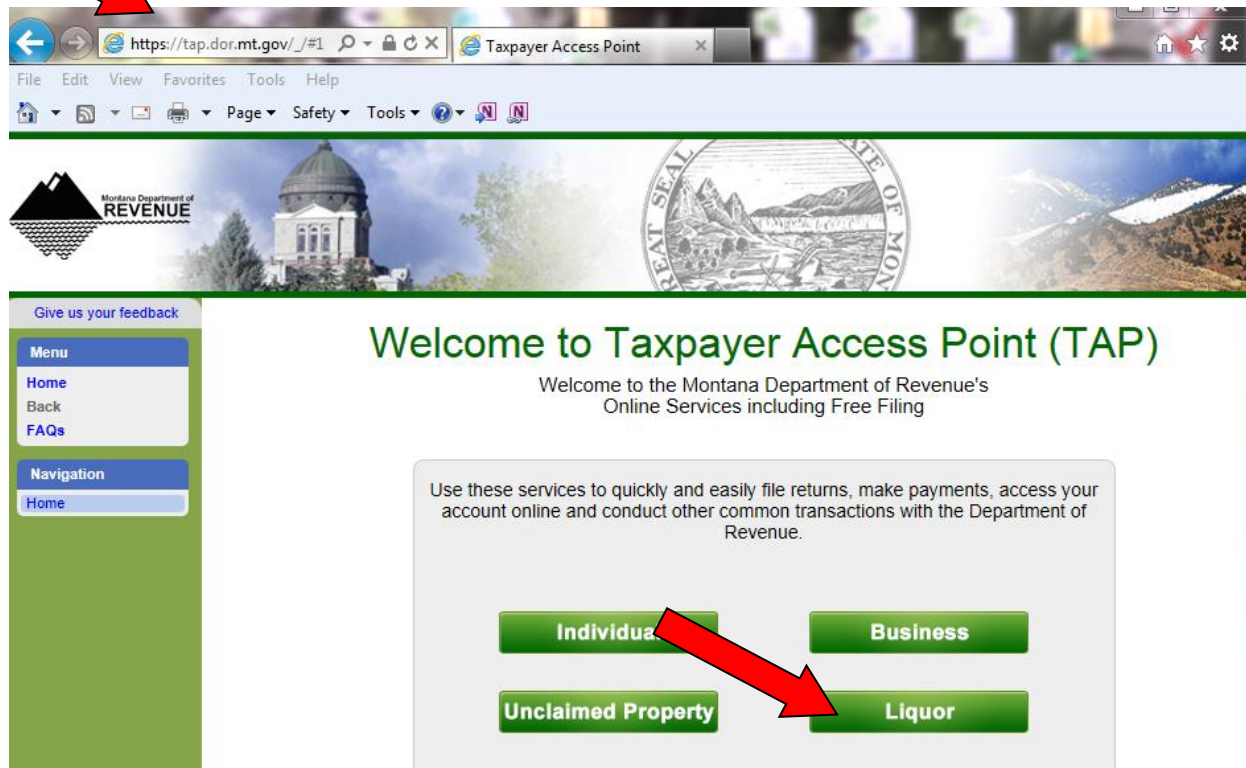
(you can add this site to your favorites)

You can access all the TAP Instructions at www.revenue.mt.gov

Click "Liquor Control", Liquor Distribution and ? TAP Instructions

You are now at the "TAP" Website

Click "Liquor"



Click "Login"

Give us your feedback

Menu

[Home](#)

[Back](#)

[FAQs](#)

Navigation

[Home](#)

Liquor Services

The Liquor Control Division is committed to providing quality electronic services to customers with liquor vendor accounts, agency store owners, liquor licensees and registrants. To log in to your account or sign up for account access, please click on one of the links below TAP Services. Other Services are available for all users. If you experience any problems, please contact us toll free at (866)-859-2254 or 444-6900 (in Helena)

TAP Services

Login REQUIRED

[Login](#)

[Sign up Now!](#)

Login Services Include:

- *Make and view payments*
- *Request name and address changes*
- *File & Pay Liquor License Renewals*
- *File requests for license changes, alterations, non-use status*
- *File catering reports & wholesale agreements*
- *File, view & amend beer, wine & hard cider tax returns*
- *View & print orders, backorders, invoices and coupons (Agency Liq. Stores only)*
- *Online ordering (Agency Liquor Stores only)*
- *Access product reports*

Other Services

[Vendor Calculator](#)

[Vendor Calculator - Up](#)

[License Search](#)

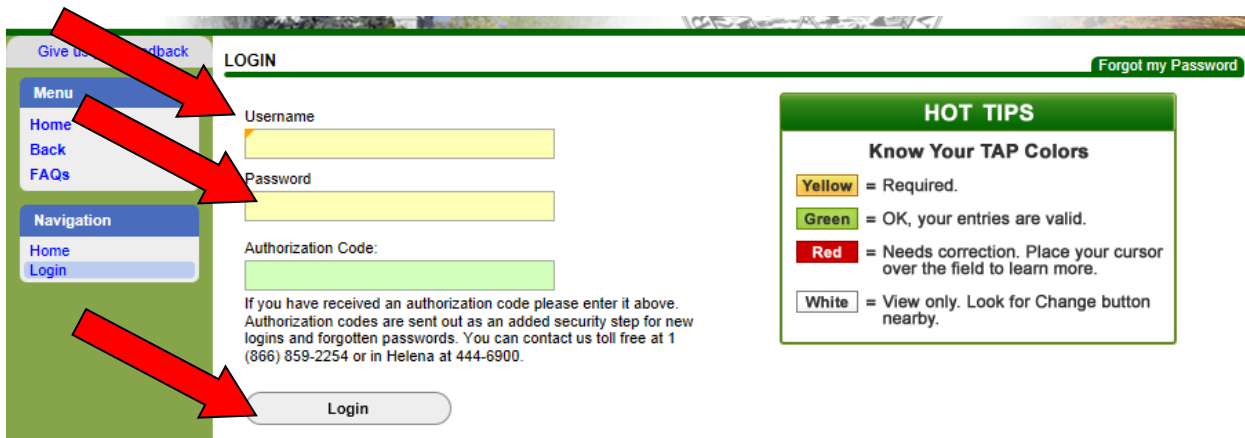
[Server Training Submit](#)

[Server Training Search](#)

Type "Username" and "Password"

You should have signed up before trying to Login.

"Click "Login"



The screenshot shows the LOGIN page of the Montana Department of Revenue. On the left is a navigation menu with links: Give us your feedback, Menu (Home, Back, FAQs), and Navigation (Home, Login). The main content area has a LOGIN header, a Forgot my Password link, and input fields for Username, Password, and Authorization Code. A "Login" button is at the bottom. A "HOT TIPS" box on the right explains TAP colors: Yellow (Required), Green (OK), Red (Needs correction), and White (View only). A red arrow points to the Username field, another to the Password field, and a third to the Login button.

Give us your feedback

LOGIN

Forgot my Password

Menu

- Home
- Back
- FAQs

Navigation

- Home
- Login

Username

Password

Authorization Code:

If you have received an authorization code please enter it above. Authorization codes are sent out as an added security step for new logins and forgotten passwords. You can contact us toll free at 1 (866) 859-2254 or in Helena at 444-6900.

Login

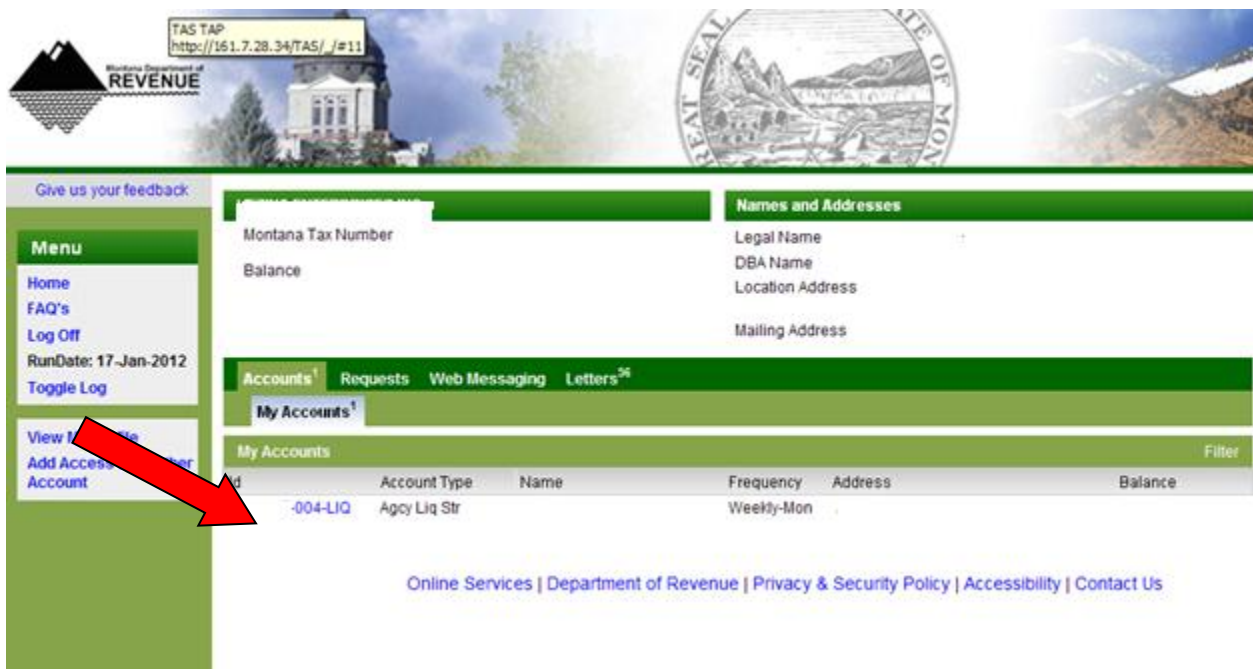
HOT TIPS

Know Your TAP Colors

- Yellow** = Required.
- Green** = OK, your entries are valid.
- Red** = Needs correction. Place your cursor over the field to learn more.
- White** = View only. Look for Change button nearby.

After logging into your account you will be at the Account Details Screen.

Click your "Account I.D." to access orders



The screenshot shows the Account Details Screen of the Montana Department of Revenue. The header includes the Montana Department of Revenue logo, a TAS TAP link, and the Great Seal of the State of Montana. The main content area is divided into two columns: "Names and Addresses" (Legal Name, DBA Name, Location Address, Mailing Address) and "Accounts" (Requests, Web Messaging, Letters). Below the "Accounts" section is a "My Accounts" table with columns: Account ID, Account Type, Name, Frequency, Address, and Balance. A red arrow points to the "My Accounts" link.

Give us your feedback

Menu

- Home
- FAQ's
- Log Off
- RunDate: 17-Jan-2012
- Toggle Log

View My Account

Add Access

Account

Montana Tax Number

Balance

Names and Addresses

- Legal Name
- DBA Name
- Location Address
- Mailing Address

Accounts¹ Requests Web Messaging Letters⁵⁶

My Accounts¹

My Accounts

Account ID	Account Type	Name	Frequency	Address	Balance
-004-LIQ	Agcy Liq Str		Weekly-Mon		

Online Services | Department of Revenue | Privacy & Security Policy | Accessibility | Contact Us

This will bring up the “Processed and Pending Customer Orders” screen. Now you can enter a **“NEW Order”** or **“Change Order”** (which is an existing order) for the needed filing period on the Order Detail column. To view these items, Double Click **“Change Order”** and notice Status says Confirmed.

Give us your feedback

Menu

- Home
- Back
- FAQs
- Log Off
- RunDate: 20-Feb-2013
- Toggle Log

Navigation

- My Accounts
- Liq. Store
- Request

View Back Orders

Submit RLD

Make a Payment

Account ID: 003-LIQ

Processed and Pending Customer Orders

Invoice #	Order Detail	Filing Period	Closed	Status	Posted Price	Agent Price	Invoice/Coupon	Order Adjustments	Order Confirmation
208433	Change Order	20-Feb-2013	31-Jan-9999	NEW	0.00	0.00			
208329	Order Details	13-Feb-2013	13-Feb-2013	Shipped	103,388.20	90,854.45	Invoice/Coupon		Order Confirmation
208243	Order Details	06-Feb-2013	06-Feb-2013	Shipped	114,251.15	100,423.68	Invoice/Coupon		Order Confirmation
208114	Order Details	30-Jan-2013	31-Jan-2013	Shipped	165,855.95	145,749.23	Invoice/Coupon		Order Confirmation
208014	Order Details	16-Jan-2013	17-Jan-2013	Shipped	177,072.80	155,606.26	Invoice/Coupon		Order Confirmation
208013	Order Details	09-Jan-2013	09-Jan-2013	Shipped	125.70	110.46	Invoice/Coupon		Order Confirmation
207904	Order Details	09-Jan-2013	09-Jan-2013	Shipped	73,430.40	64,528.44	Invoice/Coupon		Order Confirmation
207805	Order Details	26-Dec-2012	27-Dec-2012	Shipped	20,620.20	18,120.41	Invoice/Coupon		Order Confirmation
207811	Order Details	02-Jan-2013	02-Jan-2013	Shipped	97,785.60	85,931.05	Invoice/Coupon		Order Confirmation
207696	Order Details	26-Dec-2012	27-Dec-2012	Shipped	153,551.00	134,936.01	Invoice/Coupon		Order Confirmation
207592	Order Details	19-Dec-2012	20-Dec-2012	Shipped	191,090.10	167,924.25	Invoice/Coupon		Order Confirmation
207468	Order Details	12-Dec-2012	12-Dec-2012	Shipped	111,803.25	98,249.34	Invoice/Coupon		Order Confirmation

A **“Change Order”** (existing order) may be Back Order items that have been received and reserved.

Double Click on **“Bottles Confirmed”** and then **“Cases Confirmed”**. This will bring up the reserved items (bottles or cases depending on what was ordered and now reserved).

Liquor Order Table

Order Pick Date: 24-Apr-2013

Total Number of Bottles Ordered: 10

Total Number of Cases Ordered: 0

You must order at least 4 cases minimum

Click Here to View Price Breaks

Type name or item number in green box to search

1 - 50 of 3,561

Filter	Item Id - Item Name	Bottles Requested	Confirmed	Cases Requested	Confirmed	Inventory Class	My Item
	290-041781-05 - SMIRNOFF ORANGE VODKA	10	10	0	0	Special Order Item	MyItems
	330-045187-10 - MR BOSTON DARK RUM 80 PF	0	0	0	0	Regular Listed Item	

This will bring you to your “Web Liquor Order” screen. The pick date will be selected for you.

Click “View/Change Liquor Order” to update or place your order.

Give us your feedback

Menu

- Home
- Back
- FAQs
- Log Off
- RunDate: 20-Feb-2013
- Toggle Log

Navigation

- My Accounts
- Liq. Store
- Request

Submit

Cancel

SUMMARY

Web Liquor Order

1. Select the Pick Date for your order

20-Feb-2013

If the Pick Date (not submit date) above falls on a holiday, please enter your alternate pick date

Note: You must submit your new order before 4 AM and changes before 11 AM of the Pick Date

[View/Change liquor order](#)

Total Number of Bottles Ordered: 2 Total Number of Cases Ordered: 33

Confirmed: 2 Confirmed: 33

3. Once your order is complete, please click Submit

The Liquor Order Table is where you place an order. You can search for the item and add or remove bottles or cases.

Type the **Item Name** or **NABCA Number** in the green “Filter Box” and Click “Enter”. This will bring you to the product item. Type the quantity needed under “Bottles Requested” or “Cases Requested” (highlighted in green).

Liquor Order Table

Order Pick Date: 20-Feb-2013

Total Number of Bottles Ordered: 0 Total Number of Cases Ordered: 0

Click Here to View Price Books

Type name or item number in green box to search

1 - 50 of 3,540

Item Id - Item Name	Bottles Requested	Confirmed	Cases Requested	Confirmed	Inventory Class	My Items
020-000875-75 - 8 SECONDS BLACK 8 YR CANADIAN WHISKEY	0	0	0	0	Special Order Item	MyItems
020-003655-75 - HERRADURA SILVER TEQUILA	0	0	0	0	Regular Listed Item	MyItems
020-003656-75 - HERRADURA ANEJO TEQUILA	0	0	0	0	Regular Listed Item	MyItems
020-003657-75 - HERRADURA REPOSADO TEQUILA	0	0	0	0	Regular Listed Item	MyItems
040-002299-10 - EARLY TIMES MINT JULEP	0	0	0	0	Special Order Item	MyItems
100-004046-75 - ABERLOUR A'BUNADH	0	0	0	0	Special Order Item	MyItems
100-004096-75 - ARDBEG SINGLE ISLAY 10 YR	0	0	0	0	Special Order Item	MyItems
100-004111-75 - ARDBEG UIGEADAIL	0	0	0	0	Special Order Item	MyItems
100-004125-75 - ARDMORE SINGLE MALT SCOTCH	0	0	0	0	Special Order Item	MyItems
100-004356-75 - BALVENIE DOUBLEWOOD 12 YR	0	0	0	0	Regular Listed Item	MyItems

The Liquor Order Table keeps a running total of your bottles and cases.

Liquor Order Table

Order Pick Date:

Total Number of Bottles Ordered: Total Number of Cases Ordered: [Click Here to View Price Books](#)

Type name or item number in green box to search

1 - 50 of 939 1 2 3 4 5

Item Id - Item Name	Bottles Requested	Confirmed	Repackable?	Cases Requested	Confirmed	Inventory Class
101 - 005332 - 75 - JOHNNIE WALKER GOLD LABEL	1	1	Yes	0	0	Special Order Item
351 - 048116 - 75 - HENNESSY VSOP COGNAC	3	3	Yes	0	0	Special Order Item
355 - 051036 - 75 - ASBACH URALT BRANDY	0	0	No	1	1	Special Order Item
385 - 053616 - 75 - CAPTAIN APPLEJACK 100 PF	0	0	No	1	1	Special Order Item
450 - 065121 - 05 - GRAND MARNIER LIQ 80 PF	12	12	Yes	0	0	Special Order Item
475 - 064446 - 75 - BERENTZEN APFELKORN	0	0	No	1	1	Special Order Item

To return to the full list, **highlight** the item in the **green filter box** and hit "Backspace and Enter". The list will appear again. Continue with your order.

11296							
Item Id - Item Name		Bottles Requested	Confirmed	Cases Requested	Confirmed	Inventory Class	My Items
110-011296-75 - CROWN ROYAL		0	0	0	0	Regular Listed Item	MyItems

Any items you ordered in the **last year are classified as “My Items”**. These items will stay on your order for a year. If you don’t order it again it will then drop off. If you order the item regularly it will always be on your order form and any first time ordered item will automatically become a “My Items”. The TAP product item list is identical to your hard copy of product items.

Type name or item number in green box to search

1 - 50 of 3,461 1 2 3 4 5 >> >

Item Id - Item Name	Bottles Requested	Confirmed	Cases Requested	Confirmed	Inventory Class	My Items
015-001319-75 - 12 CROWN ROYAL RESERVE W/GLASSES	0	0	0	0	Seasonal Product	MyItems
020-003656-75 - HERRADURA ANEJO TEQUILA	0	0	0	0	Regular Listed Item	MyItems
100-004356-75 - BALVENIE DOUBLEWOOD 12 YR	0	0	0	0	Regular Listed Item	MyItems
100-004376-75 - BALVENIE SINGLE BARREL 15 YR	0	0	0	0	Special Order Item	MyItems
100-004656-75 - BUNNAHABHAIN 12 YR 92.6 PF	0	0	0	0	Special Order Item	MyItems
100-004825-75 - DALMORE SINGLE MALT SCOTCH	0	0	0	0	Regular Listed Item	MyItems
100-004846-75 - DALWHINNIE MALT SCOTCH	0	0	0	0	Regular Listed Item	MyItems

Bottles or Cases Requested means what product you are requesting on your order. Confirmed means that product has been reserved for you.

Item Id - Item Name	Bottles Requested	Confirmed	Repackable?	Cases Requested	Confirmed	Inventory Class
101 - 005332 - 75 - JOHNNIE WALKER GOLD LABEL	1	1	Yes	0	0	Special Order Item
351 - 048116 - 75 - HENNESSY VSOP COGNAC	3	3	Yes	0	0	Special Order Item
355 - 051036 - 75 - ASBACH URALT BRANDY	0	0	No	1	1	Special Order Item
385 - 053616 - 75 - CAPTAIN APPLEJACK 100 PF	0	0	No	1	1	Special Order Item
450 - 065121 - 05 - GRAND MARNIER LIQ 80 PF	12	12	Yes	0	0	Special Order Item
475 - 064446 - 75 - BERENTZEN APFELKORN	0	0	No	1	1	Special Order Item
010 - 001371 - 05 - BACARDI MULTI-FLAVORED PACK	0	0	No	0	0	Special Order Item
020 - 003657 - 75 - HERRADURA REPOSADO TEQUILA	0	0	Yes	10	0	Regular Listed Item

When you are done changing items to your order, [Click the "OK" button](#) at the bottom right corner on any Liquor Order Table page.

100-005061-75 - GLENLIVET FRENCH OAK RES 15YR	0	0	0	0	Regular Listed Item	MyItems
100-005075-75 - GLENLIVET ARCHIVE 21 YR	0	0	0	0	Special Order Item	MyItems
100-005078-75 - GLENMORANGIE ASTAR SCOTCH	0	0	0	0	Special Order Item	MyItems
100-005086-75 - GLENLIVET NADURRA 16 YR SINGLE MALT	0	0	0	0	Special Order Item	MyItems
100-005103-75 - GLENMORANGIE LASANTA SCOTCH	0	0	0	0	Special Order Item	MyItems
100-005105-75 - GLENMORANGIE QUINTA RUBAN SCOTCH	0	0	0	0	Special Order Item	MyItems
100-005133-75 - GLENMORANGIE ORIGINAL 10 YR	0	0	0	0	Regular Listed Item	MyItems
100-005136-75 - GLENMORANGIE SINGLE MALT 18 YR	0	0	0	0	Special Order Item	MyItems
100-005246-75 - HIGHLAND PARK 12 YR 86 PF	0	0	0	0	Regular Listed Item	MyItems
100-005278-75 - ISLE OF JURA PROPHECY SINGLE MALT	0	0	0	0	Special Order Item	MyItems
100-005280-75 - ISLE OF JURA SUPERSTITION	0	0	0	0	Special Order Item	MyItems

1 - 50 of 3,544 1 2 3 4 5 >> >>>

[OK](#) [Cancel](#)

IMPORTANT:

This will bring you to the Web Liquor Order screen. If you are done with your order, [Click the "Submit" button](#) on the left side of the page to submit your order. This screen will give you your total bottles and total cases ordered.

Your order is now submitted.

Give us your feedback

Menu

[Home](#)

[Back](#)

[FAQs](#)

[Log Off](#)

RunDate: 20-Feb-2013

[Toggle Log](#)

Navigation

[My Accounts](#)

[Liq. Store](#)

[Request](#)

[Submit](#)

[Cancel](#)

SUMMARY

Web Liquor Order

1. Select the Pick Date for your order 20-Feb-2013

If the Pick Date (not submit date) above falls on a holiday, please enter your alternate pick date

Note: You must submit your new order before 4 AM and changes before 11 AM of the Pick Date

2. [View/Change liquor order](#)

Total Number of Bottles Ordered: 2

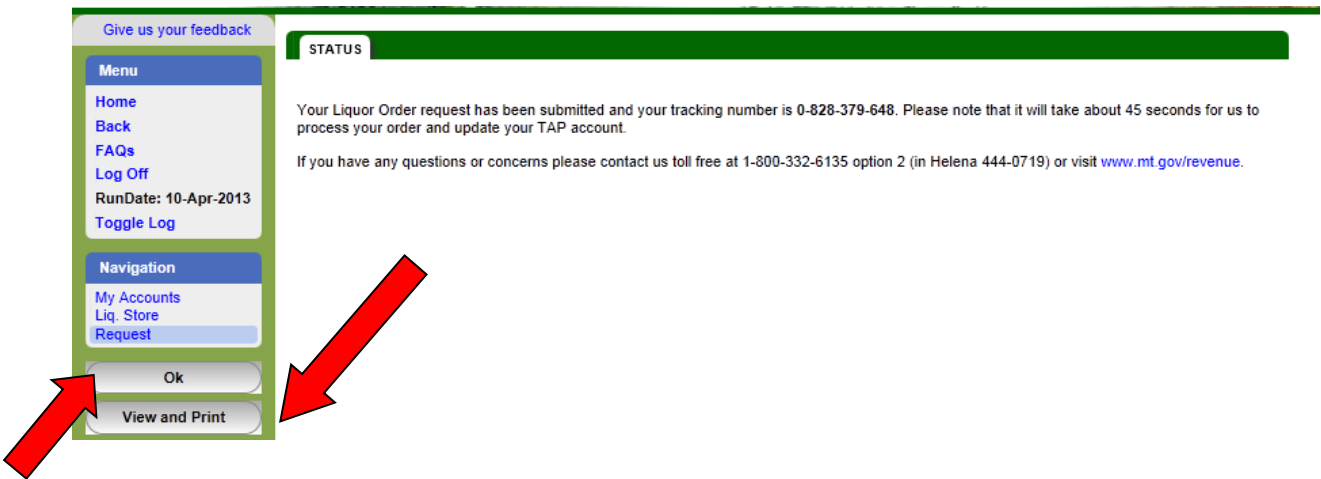
Confirmed: 2

Total Number of Cases Ordered: 33

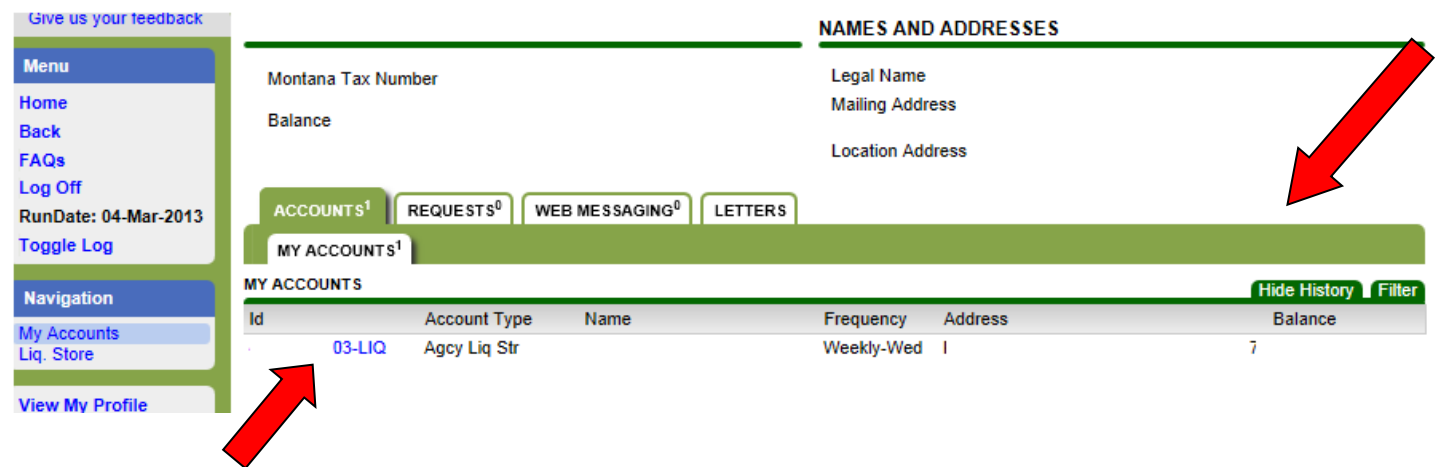
Confirmed: 33

3. Once your order is complete, please click Submit

Click “View” and “Print” if you need a hard copy for your file. If you need to make more changes to your order, Click “Ok”. This brings you back to the “Processed and Pending Customer Orders” screen.



You can go back as many times as you need to make changes. Click on the “My Accounts ID”. This will take you to the “Change Order” screen.



Click on "View/Change Liquor Order" to make changes.

Give us your feedback

Menu
Home
Back
FAQs
Log Off
RunDate: 20-Feb-2013
Toggle Log

Navigation
My Accounts
Liq. Store
Request

Submit
Cancel

SUMMARY

Web Liquor Order

1. Select the Pick Date for your order 20-Feb-2013

If the Pick Date (not submit date) above falls on a holiday, please enter your alternate pick date

Note: You must submit your new order before 4 AM and changes before 11 AM of the Pick Date

2. **View/Change liquor order**

Total Number of Bottles Ordered: 2 Total Number of Cases Ordered: 33
Confirmed: 2 Confirmed: 33

3. Once your order is complete, please click Submit

On the Processed and Pending Customer Orders screen Click "Change Order" to make changes.

Montana Department of REVENUE

Account ID:

Processed and Pending Customer Orders

Invoice #	Order Detail	Filing Period	Closed	Status	Posted Price	Agent Price	Invoice/Coupon	Order Adjustments
Pending	Change Order	23-Jan-2012	Closed	Request Waiting	0.00	0.00		
202720	Order Details	09-Jan-2012	10-Jan-2012	Shipped	20,550.00	18,072.08	Invoice/Coupon	
202469	Order Details	26-Dec-2011	27-Dec-2011	Shipped	9,294.80	8,294.80	Invoice/Coupon	
202487	Order Details	02-Jan-2012	03-Jan-2012	Shipped	11,823.05	11,823.05	Invoice/Coupon	
202298	Order Details	12-Dec-2011	13-Dec-2011	Shipped	20,371.35	18,346.96	Invoice/Coupon	
202332	Order Details	19-Dec-2011	20-Dec-2011	Shipped	26,204.60	23,035.15	Invoice/Coupon	
202194	Order Details	05-Dec-2011	06-Dec-2011	Shipped	18,688.05	16,427.73	Invoice/Coupon	
202027	Order Details	28-Nov-2011	29-Nov-2011	Shipped	16,436.20	14,448.24	Invoice/Coupon	
201923	Order Details	21-Nov-2011	22-Nov-2011	Shipped	22,582.40	19,851.05	Invoice/Coupon	
201825	Order Details	14-Nov-2011	15-Nov-2011	Shipped	18,276.45	16,065.91	Invoice/Coupon	
201729	Order Details	07-Nov-2011	08-Nov-2011	Shipped	23,089.85	20,297.13	Invoice/Coupon	
201610	Order Details	31-Oct-2011	01-Nov-2011	Shipped	18,242.45	16,036.02	Invoice/Coupon	

Click "Ok" when you have completed making all your changes.

100-005061-75 - GLENLIVE1 FRENCH OAK RES 15YR	0	0	0	0	Regular Listed Item	MyItems
100-005075-75 - GLENLIVET ARCHIVE 21 YR	0	0	0	0	Special Order Item	MyItems
100-005078-75 - GLENMORANGIE ASTAR SCOTCH	0	0	0	0	Special Order Item	MyItems
100-005086-75 - GLENLIVET NADURRA 16 YR SINGLE MALT	0	0	0	0	Special Order Item	MyItems
100-005103-75 - GLENMORANGIE LASANTA SCOTCH	0	0	0	0	Special Order Item	MyItems
100-005105-75 - GLENMORANGIE QUINTA RUBAN SCOTCH	0	0	0	0	Special Order Item	MyItems
100-005133-75 - GLENMORANGIE ORIGINAL 10 YR	0	0	0	0	Regular Listed Item	MyItems
100-005136-75 - GLENMORANGIE SINGLE MALT 18 YR	0	0	0	0	Special Order Item	MyItems
100-005246-75 - HIGHLAND PARK 12 YR 86 PF	0	0	0	0	Regular Listed Item	MyItems
100-005278-75 - ISLE OF JURA PROPHECY SINGLE MALT	0	0	0	0	Special Order Item	MyItems
100-005280-75 - ISLE OF JURA SUPERSTITION	0	0	0	0	Special Order Item	MyItems

1 - 50 of 3,544 1 2 3 4 5 >> >1

OK Cancel

Click "Submit" when you are done making all your changes.

Give us your feedback

Menu

Home

Back

FAQs

Log Off

RunDate: 20-Feb-2013

Toggle Log

Navigation

My Accounts

Liq. Store

Request

Submit

Cancel

SUMMARY

Web Liquor Order

1. Select the Pick Date for your order

20-Feb-2013

If the Pick Date (not submit date) above falls on a holiday, please enter your alternate pick date

Note: You must submit your new order before 4 AM and changes before 11 AM of the Pick Date

2. View/Change liquor order

Total Number of Bottles Ordered: 2 Total Number of Cases Ordered: 33

Confirmed: 2 Confirmed: 33

3. Once your order is complete, please click Submit

NOTE: Orders placed before your pick date will be processed every night and will have confirmed quantities the next morning. Any changes to a confirmed order will be visible within seconds and confirmed quantities will be accurate.

“Changes” and “Submit” to your TAP order can be made until 10:50 AM on your pick date.

The TAP “Submit” button must be clicked before 10:50 AM for changes to become effective or the order will be rejected by the system.

After submitting your order you will receive a Confirmation for your order. [Click “Logoff”](#).

